



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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September 30, 1992

Administrative Notes Articles Available on Bulletin Board Up to 3 Weeks Before You Receive the Printed Copy!

Do you ever wish you could get "advance notice" of developments in the Federal Depository Library Program? Would it be useful to know conference dates, new LPS policies and procedures, or changes in the List of Classes up to 3 weeks before the printed copy of Administrative Notes arrives on your desk?

You can have it all! Simply dial into the **Federal Bulletin Board**! All Administrative Notes articles are loaded into the **AD_NOTES SIG** (Special Interest Group), which is available to all depository libraries. All the Administrative Notes articles are posted to the bulletin board before each issue is sent to the printer, up to 3 weeks before the paper copy arrives in the most far-flung libraries.

If you haven't yet looked into the bulletin board, give it a try! All you need is a computer, telecommunications software, and a modem. If you need instructions on how to proceed, give our user-friendly Sysop (system operator), Tony Ford, a call. He will be glad to help you get started.

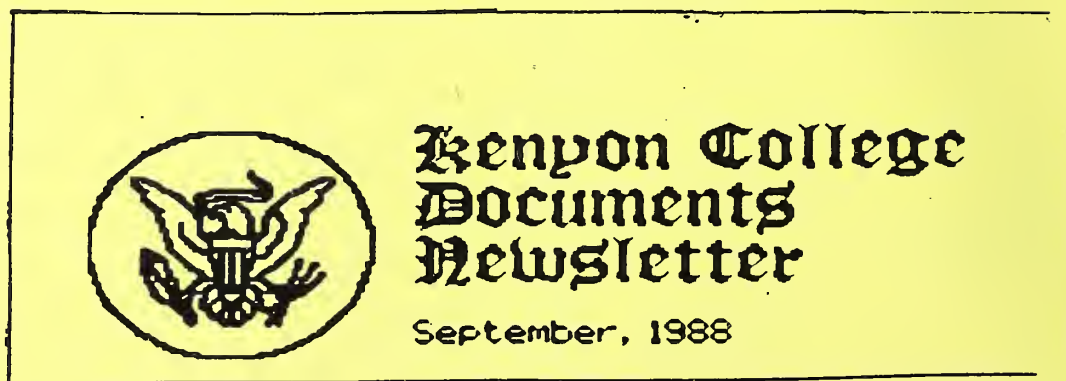
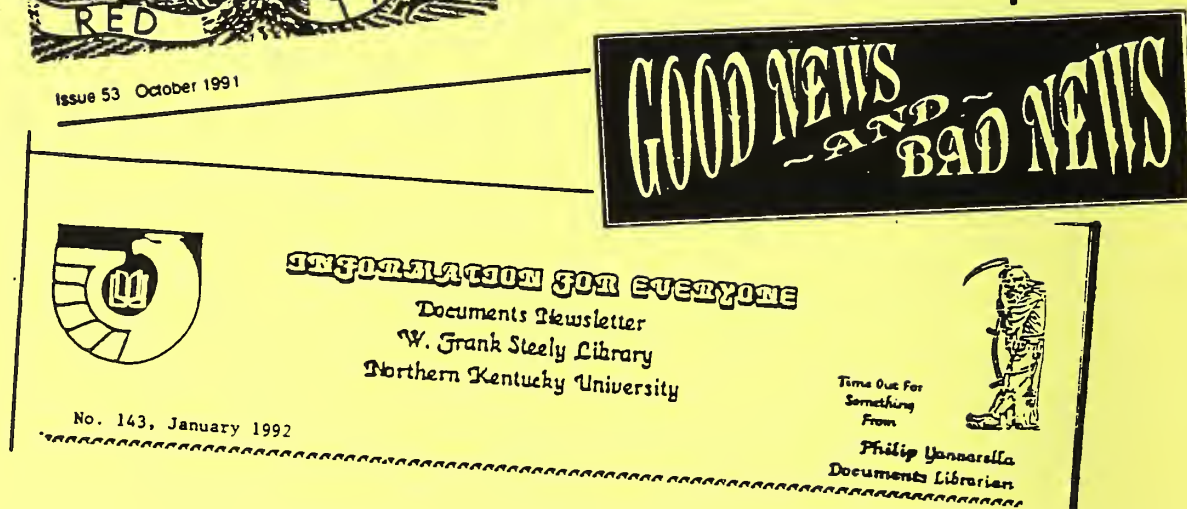
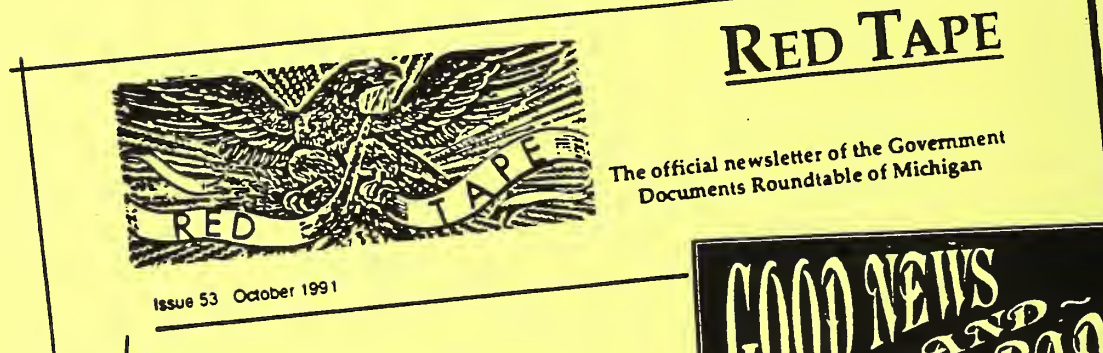
The Federal Bulletin Board
202-512-1397

System Operator
Tony Ford
202-512-1126



Newsletters Provide Local Perspective on Documents

Does your library or local depository library group issue a newsletter about documents? Newsletters are an excellent way to publicize documents in your local area and increase use of the invaluable depository collections. Mastheads of some newsletters appear below. If yours is not shown, put us on your mailing list!



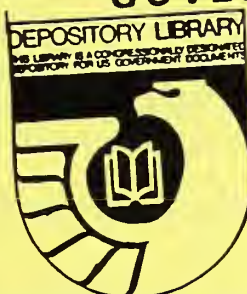


TENNESSEE DEPOSITORY FLYER

Memphis State University Libraries
Government Documents Department

No. 4, December, 1991

GOVERNMENT PUBLICATIONS NEWSLETTER



JANUARY 1992

Published by:

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ALBUQUERQUE, NM 87131-1466
277-5441

Doc Soup



Government Documents Round Table, Minnesota Library Association
Co-Editor Roz Jacob, St. Paul Public Library, 90 W. 4th Street, St. Paul, MN 55102

December 1991
Vol. 10, No. 4



Chalmers Library Documents Newsletter

October, 1986



Doc's Prescriptions

Ohio GODORT

Call for Readers Exchange Articles

The Readers Exchange column was established to open a window on individual depository libraries' innovative solutions to problems, outreach activities, and approaches to automation and electronic products. A recent letter to the Editor notes that "More news about other depository libraries, their successes and ideas, would be useful."

We welcome contributions! Have you held a depository-oriented workshop? Do you write a column about the depository collection for a newsletter? Have you automated your shelflist or catalog? Have you prepared handouts? Do you participate in a local documents group? Have you expanded the reach of documents in your community through selective housing arrangements?

Send in any existing materials you have on hand, or write a brief description (a few paragraphs will do). Send photos! You can make a real contribution to the Federal Depository Library Program by sharing your successes with the other 1400 depositories.

Depository Library Inspection Schedule October 1992

Wisconsin: Greta Boeringer

Mon. 5	Wausau	Marathon City Public
Tues. 6	Stevens Point	U. of WI
Wed. 7	LaCrosse	U. of WI
Thur. 8	LaCrosse	LaCrosse Public
Fri. 9	River Falls	U. of WI

Wisconsin: Joe Paskoski

Wed. 14	Milwaukee	Alverno College
Thur. 15	Milwaukee	U. of WI
Fri. 16	Racine	Racine Public
Mon. 19	Madison	WI State Law Library
Tues. 20	Madison	Madison Public
Wed. 21	Milwaukee	Milwaukee County Law & Reference Library
Thur. 22	Milwaukee	Medical College of WI Inc.
Fri. 23	Milwaukee	Milwaukee Public

Missouri: Robin Haun-Mohamed

Wed. 14	St. Louis	Washington U. Law Library
Thur. 15	St. Charles	Lindenwood College
Fri. 16	Cape Girardeau . . .	SE MO State U.
Mon. 19	St. Louis	U.S. Court of Appeals, 8th Circuit
Tues. 20	St. Louis	U. of MO

Readers Exchange

ELECTRONICORNER

National Trade Data Bank (NTDB) on CD-ROM

Pei Shiu, Government Publications Librarian at the University of California, Irvine, writes that the documents staff has been getting positive feedback from its handouts on the National Trade Data Bank CD-ROM. "Although NTDB does have a very thorough manual on disc, most users, unfortunately, are not aware of it when they first use it and thus have constantly asked us about a printed user guide. To meet this need, a guide for the NTDB and the Foreign Traders Index (FTI) with a list of the function keys has been produced."

Thank you for sharing this material with the depository community!

National Trade Data Bank (NTDB) on CD-ROM

Agency: U.S. Department of Commerce
Date: Monthly disk beginning with October 1990
Documentation: on disk (See "NTDB BROWSE Manual" under the PROGRAM search option)

Introduction

The National Trade Data Bank (NTDB) on CD-ROM contains full-texts of market research reports, domestic and foreign economic data, import & export statistics, trade information, and country studies from 15 federal agencies. It comprises over 100,000 documents, including books, reports, magazines, serial titles, and matrix tables.

Browse Search

You can perform searches on NTDB using the BROWSE search mode. BROWSE is structured as a series of pyramids which lead the user from the most general information through a series of choices to the most specific program identified. It provides five options to initiate your search:

SOURCE - Search by the name of the federal agency that has contributed data to the NTDB. When you choose an agency, you are limiting your search to documents from that agency.

- TOPIC -** Search by general **category**. Selection of a topic results in a list of **PROGRAMs** that address the selected topic.
- PROGRAM -** Search by specific **program name**. A **PROGRAM** is a body of related information such as the U.S. Industrial Outlook, Merchandise Trade, etc. There are more than 50 programs available in NTDB. Selection of a program results in a list of attributes or descriptions about the selected program that may be searched further. If you are not familiar with NTDB, **PROGRAM** is a good place to start.
- SUBJECT -** Search by the **key word** contained in document titles. Try typing several alternative words for this search since synonyms, abbreviations, and misspellings are often used by many programs.
- ITEM -** Each record in NTDB is assigned an **unique item number** that can be searched.

To Begin Your Search

1. Ask for the disc at the Government Publications Desk.
2. Select "**National Trade Data Bank - Browse**" from the main menu.
3. The five search options, Source, Topic, Program, Subject, Item, will appear on the **top** of the screen. Use the arrow keys (← →) to highlight the desired option. Press **[ENTER]**.
4. Each option provides you a list of choices. Use the arrow keys (↑ ↓) to scroll the list. Press **[ENTER]** to select.

VIEW the records

1. Press the **F3** key to view the records selected.
2. Press the **F9** key to move up and the **F10** key to move down your list of records.

MARK the records

1. Press **[ENTER]** to mark the highlighted record. A check mark (✓) will appear.
2. To **Unmark** the record, press **[ENTER]** again.
3. After marking the records, press **F3** to view them, or **F5** to print or download the data.

DOWNLOAD search results

1. Use a DOS formatted, double density, 3.5" diskette for downloading.
2. Place your diskette in drive A.
3. Press the **F5** key. The software defaults to the downloading option. Press **[ENTER]**.
4. Enter file name, e.g., **A:NTDB**.
5. To start downloading, press **[ENTER]**.

PRINT search results

1. Please limit your printouts to twenty (20) pages.
2. Press the **F5** key. Two options, **COPY TO FILE** or **PRINT**, will appear.
3. Use the right arrow key (**→**) to highlight the word **PRINT**. Press **[ENTER]**.

View the help screen Press the **F2** key.

Backtrack one screen Press the **<Esc>** key.

Quit

1. Press the **ALT** key and the letter **"Q"** at the same time.
2. The Primary Selection Menu will appear shortly. Press **[ENTER]**.

For Assistance, ask at the Government Publications Desk.

Foreign Traders Index (FTI) on CD-ROM (Subset of NTDB)

Agency: U.S. International Trade Administration
Date: Monthly disk beginning with October 1990
Documentation: on disk (See "NTDB BROWSE Manual" under the PROGRAM search option on NTDB)

INTRODUCTION

The Foreign Traders Index (FTI) is a giant rolodex of import-oriented foreign organizations in about 70 countries. It contains the name, address, telephone number, key contact, products, number of employees, fax number (if available) and other data on importers, distributors, agents, and other organizations in each country where the U.S. and Foreign Commercial Service (US & FCS) maintains a presence. The FTI is NOT meant to be an all inclusive database of foreign companies in a particular country. It represents those firms that the embassy or consulate has come into contact with through its regular activities. The organizations listed, however, generally have an official or business interest in dealing with U.S. companies.

BROWSE SEARCH

You can perform searches on FTI using the BROWSE search mode. As a subset of the NTDB, FTI has **one** Source (Agency), International Trade Administration, and **one** Program, namely the Foreign Traders Index, available. Under the PROGRAM search, it provides **five attributes** as the search criteria:

- COUNTRY -** Search by **country**. Remember that FTI is NOT a comprehensive list of countries. Not all nations in the world are covered. That is why you may not be able to find some countries listed.
- SIZE -** Search by the **size of the company** which is determined by number of employees. Each company is assigned one of the following sizes: Large, Medium, Small, Unknown, and Very Large.
- PRODUCT -** Search by the **name of the product** or the **SIC code** as "SIC####." (4-digit Standard Industrial Code)
- TEXT -** Search by the **key word** contained in the **texts** of the documents.
- TITLE -** Search by the **key word** in the document titles.

SEARCHING THE FTI DATABASE

1. Ask for the disc at the Government Publications Desk.
2. Select "Foreign Traders Index - Browse" from the main menu.
3. The five search options, SOURCE, TOPIC, PROGRAM, SUBJECT, ITEM, will appear on the **top** of the screen. Use the arrow keys (← →) to move the highlight bar to **PROGRAM** and press [ENTER]. When Foreign Traders Index (FTI) appears, press [ENTER].
4. The five search criteria, COUNTRY, SIZE, PRODUCT, TEXT, TITLE, will appear on the **top** of the screen. Use the arrow keys (← →) to highlight the criteria of interest and press [ENTER], OR, use Boolean searches (see below) to select two or more criteria.

VIEW the records

1. Press the **F3** key to view the records selected.
2. Press the **F9** key to move up and the **F10** key to move down your list of records.

MARK the records

1. Press [ENTER] to mark the highlighted record. A check mark (✓) will appear. To **Unmark** the record, press [ENTER] again.
2. After marking the records, press **F3** to view them, or **F5** to print or download the data.

BOOLEAN SEARCHES

1. To change the default Boolean, press the **F7** key. Three choices will appear:

- AND -** Select items that have **ALL** of the marked attributes.
- OR -** Select items that have **ANY** of the marked attributes.
- NOT -** Select items that **DO NOT** have any of the marked attributes.

Use the arrow keys (↑ ↓) to highlight the desired Boolean and press [ENTER].

2. Press the **F4** key to view your search strategy. For example, for a list of **Large Toys** companies in **Canada** and **Japan**, your search should look like:

COUNTRY = (Canada OR Japan)
AND SIZE = Large
AND PRODUCT = Toys

DOWNLOAD search results

1. Use a **DOS formatted**, double density, 3.5" diskette for downloading.
2. Place your diskette in drive **A**.
3. Press the **F5** key. The software defaults to the downloading option. Press **[ENTER]**.
4. Enter file name, e.g., **A:NTDB**.
5. To start downloading, press **[ENTER]**.

PRINT search results

1. Please limit your printouts to twenty (20) pages.
2. Press the **F5** key. Two options, **COPY TO FILE** or **PRINT**, will appear.
3. Use the right arrow key (**→**) to highlight the word **PRINT**. Press **[ENTER]**.

Quit

1. Press the **ALT** key and the letter **"Q"** at the same time.
2. The Primary Selection Menu will appear shortly. Press **[ENTER]**.

For Assistance, ask at the Government Publications Desk.

The following keys are used throughout NTDB:

(All function key options are listed at the bottom of each screen)

- F1 **HELP** May be pressed at any time during a search to provide instructions on the searching options available. If invoked when a user is viewing a document, the F1 key provides standard NTDB footnotes, and when viewing a matrix document, provides an explanation of the coding used in column headings.

- F2 **INFO** Can be used at any time during a search and provides information on the source agency of the currently active program, including any non-standard NTDB footnotes, and a contact name, address and telephone number for questions.

- F3 **VIEW** Displays available data.
ZOOM Displays items using full width of the screen.

- F4 **PLAN** Displays the current OR/AND/NOT Boolean search.

- F5 **COPY** Print selected items to paper.
 Download selected items to diskette.

- F7 **LOGIC** Allows you to change the OR/AND/NOT logic for your searching.
FIND Allows you to highlight the search term within an item.

- F9 Displays the previous item in the Text Browse Window.

- F10 Displays the next listed item in the Text Browse Window.

- ALT<Q> Returns you to the Primary Selection Menu.

- ENTER Accepts selected items and continues.
 Unselects a currently marked item.

- ESC Allows you to close the current window and return to the previous window menu.

- HOME Moves the cursor to the first/top entry.

- END Moves the cursor to the last/bottom entry.



The E-Report

Status of Federal Electronic Information

September 10, 1992

1992-07

Agency	Item #	Class #	Title/Format	Status
Census			U.S. Exports Commodity Classification CD	As LPS already distributes this information in several microfiche publications and as the commercial software licensing fee was too expensive, this title will not be a depository item. Libraries may purchase it for \$50 from the Census Bureau.
State Department			Info Express CD	Will not be a depository item. Limited to internal use in the State Department. Not produced through GPO.

Update to the List of Classes

September 10, 1992

1992-09

Class no.	Item no.	Change/Notice
C 55.220/10:	0273-D-21	World Data Center-A for Marine Geology and Geophysics Reports. (P) New.
HE 20.4200:		Center for Drugs and Biologics. Name changed to Center for Biologics Evaluation and Research.
HE 20.7039:	0444-P-01	National Center for Chronic Disease and Health Promotion. NCCDPHP CD-ROM (numbered) Class changed to HE 20.7615:
HE 20.8320:	0498-C-15	National Directory of Drug Abuse and Alcoholism Treatment and Prevention Programs. Format changed to MF.
PM 1.56:	0854-C-03	Current Information Technology Resources Requirements of the Federal Government. (annual) (P) Class changed to PrEx 2.12/5:

Whatever Happened To . . . ? ? ?

September 10, 1992

1992-08

Class no.	Item no.	Status
D 101.66/2-2:	0329-B	Translog. Quarterly (P) Only two issues were published in 1992. The agency intends to publish quarterly in 1993.
HE 20.8217/4:5/5	0467-A-07	NIDA Notes. The agency did not provide sufficient depository copies. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
I 19.65:	0191-A	Earthquakes & Volcanoes. (bimonthly) No issues were published in 1991. 1990 issues were published as volume 22 and 1992 issues will be published as volume 23. Readers will receive every issue in sequence as published, with a gap in dates but not in numbering.

Contractor-Issued Microfiche Shipping Lists

September 10, 1992

1992-05

Shipping List #	Shipping List Date	Contractor	Contract #
92-2024-M	9/4/92	B&B	791
92-2025-M	9/4/92	B&B	791
92-2031-M	9/4/92	B&B	791
92-2032-M	9/4/92	B&B	791
92-2070-M	9/4/92	B&B	791
92-2071-M	9/14/92	B&B	791
92-2072-M	9/14/92	B&B	791
92-2078-M	9/14/92	B&B	791
92-2079-M	9/14/92	B&B	791
92-2080-M	9/14/92	B&B	791
92-2084-M	9/14/92	CMC	326
92-2085-M	9/14/92	CMC	326
92-2086-M	9/14/92	CMC	326
92-2087-M	9/14/92	CMC	326
92-2088-M	9/14/92	CMC	326

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*Illustration from U.S. Exports to Mexico, a State-By-State Overview, 1987-1991.
U.S. Dept. of Commerce, 1992. C 61.2:M 57/2*

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